

AGENCY REPORT OF MOTOR VEHICLE DATA <i>(Read Instructions carefully before)</i>		FISCAL YEAR ENDING <i>(Sept. 30)</i>	VEHICLES BASED <i>(Check one)</i> <input type="checkbox"/> DOMESTIC <input type="checkbox"/> FOREIGN		DEPARTMENT OR AGENCY		DATE PREPARED	INTERAGENCY REPORT CONTROL NO. 1102-GSA-AN		
					BUREAU, SERVICE, ETC.					
DESCRIPTION		LINE NO.	TOTAL <i>(All vehicles)</i> (a)	SEDANS AND STATION WAGONS (b)	AMBU-LANCES (c)	BUSES <i>(16 or more passengers)</i> (d)	TRUCKS & TRUCK TRACTORS BY GROSS VEHICLE WEIGHT RATING (GVWR)			
							8,500 LBS./KILOS & UNDER		8,501 to 16,000 LBS./KILOS (g)	16,001 LBS./KILOS AND OVER (h)
							4X2 (e)	4X4 (f)		
SECTION I AGENCY-OWNED AND LEASED VEHICLES	OWNED VEHICLES ON HAND	1								
	AVERAGE COMMERCIAL LEASED VEHICLES	2								
	TOTAL COMMERCIAL LEASE COST	3								
SECTION II AGENCY-OWNED VEHICLES <i>(Large fleets, 2,000 or more vehicles)</i>	FUEL COST	4								
	DIRECT MAINTENANCE COST	5								
	INDIRECT COST	6								
	TOTAL COSTS <i>(Optional)</i>	7								
	TOTAL MILES/KILOMETERS	8								
SECTION III SEDAN/STATION WAGON INVENTORY DATA	VEHICLE CLASS		OWNED	LEASED	REMARKS					
	CLASS I - SUBCOMPACT	9								
	CLASS II - COMPACT	10								
	CLASS III - MIDSIZE	11								
	CLASS IV - LARGE	12								
	CLASS V - LIMOUSINE	13								
	TOTAL	14								
CONTACT FOR ADDITIONAL INFORMATION					RESPONSIBLE OFFICIAL					
NAME			AREA CODE		SIGNATURE		TITLE			
TITLE			PHONE NUMBER							EXTENSION
NAME			PHONE NUMBER		EXTENSION		AREA CODE		PHONE NUMBER	EXTENSION

AGENCY REPORT OF MOTOR VEHICLE DATA <i>(Read Instructions carefully before)</i>			FISCAL YEAR ENDING <i>(Sept. 30)</i>	VEHICLES BASED <i>(Check one)</i> <input type="checkbox"/> DOMESTIC <input type="checkbox"/> FOREIGN		DEPARTMENT OR AGENCY BUREAU, SERVICE, ETC.			DATE PREPARED	
DESCRIPTION	LINE NO.	TOTAL <i>(All vehicles)</i> (a)	SEDANS AND STATION WAGONS (b)	AMBU- LANCES (c)	BUSES <i>(16 or more passengers)</i> (d)	TRUCKS & TRUCK TRACTORS BY GROSS VEHICLE WEIGHT RATING (GVWR)				
						8,500 LBS./KILOS & UNDER		8,501 to 16,000 LBS./KILOS (g)	16,001 LBS./KILOS AND OVER (h)	
						4X2 (e)	4X4 (f)			
SECTION IV PART A AGENCY OWNED AND COMMER- CIALLY LEASED TOTAL FLEET	BIODIESEL	15								
	DIESEL	16								
	ELECTRIC	17								
	E-85	18								
	GASOLINE	19								
	HYDROGEN	20								
	M-85	21								
	LPG	22								
	NG	23								
	OTHER	24								
	TOTAL	25								
SECTION IV PART B ACQUISITIONS OWNED AND LEASED <i>(Acquired During the Fiscal Year)</i>	BIODIESEL	26								
	DIESEL	27								
	ELECTRIC	28								
	E-85	29								
	GASOLINE	30								
	HYDROGEN	31								
	M-85	32								
	LPG	33								
	NG	34								
	OTHER	35								
	TOTAL	36								
SECTION IV PART C ANNUAL FUEL CONSUMPTION REPORT, BY FUEL TYPE	DESCRIPTION	LIN E NO.	GASOLINE EQUIVALENT GALLONS	USED FUEL COSTS <i>(Actual)</i>	FUEL CONVERSION RATIO TABLE					
					Alternative Fuel	Natural Units	Gasoline Equivalent Gallons (GEG)			
					Biodiesel	gallons./liters	n/a			
					Electric	kilowatt hours (KWH)	TBD			
					E-85	gallons./liters	70% (gal. x 0.7 =GEG)			
					Hydrogen	Hundred cu. ft./cu. m.	26% (ccf x 0.26 =GEG)			
					M-85	gallons./liters	60% (gal. x0.6 =GEG)			
					Liquified Petroleum Gas (LPG)	gallons./liters	73% (gal. x0.73=GEG)			
					LNG	gallons./liters @ 14.7 psi & -264 F°	70% (gal. x0.7 = GEG)			
					CNG	Hundred cu. ft./cu. m.	82% (ccf x0.82=GEG)			
					CNG	gallons./liters @ 2,400 psi & 70 F°	17% (gal. x0.17=GEG)			
					REMARKS					
	TOTAL	47								

INSTRUCTIONS FOR SPECIFIC LINE ENTRIES

GENERAL

1. Copies and mailing. Each form will be prepared and mailed not later than December 15 following the end of the fiscal year to:

General Services Administration
Federal Vehicle Policy Division (MTV)
1800 F Street, NW
Washington, DC 20405

2. Reportable vehicles. For purposes of these instruction, "reportable vehicles" will include all sedans, station wagons, buses, ambulances, carryalls, trucks, and truck tractors. Included are all vehicles of the types named which utilize alternative fuels as defined in Section 301 of the Energy Policy Act of 1992 (P.L. 102-486) when these vehicles are integrated into the normal Agency fleets. Alternative fuels include, but are not limited to, methanol, ethanol, natural gas, propane, and electricity. "Reportable vehicles" excludes semi-trailers and other trailing equipment such as pole trailers, dollies, cable reels, trailer coaches, and bogies; trucks with permanent mounted specialized equipment; fire trucks; air compressors, etc.; motorcycles; and military design vehicles described in FPMR 101-38.

Domestic fleets, foreign fleets and small fleets are defined in FPMR 101-38.

Fleets held by independent establishments usually will constitute both large and small fleets, but not both. Data for a small fleet will be reported on in Section I, III, and IV; large fleets must be reported in all sections.

Fleets owned by departments may constitute both large and small fleets. For example, a department may have ten bureaus, of which two own 2,000 or more reportable vehicles, worldwide. Each of these large fleets will be reported separately on a Standard Form 82, except that if a fleet comprises domestic and foreign vehicles, two Standard Form 82 will be prepared. In this example, the department would prepare a summary Standard Form 82 (two, if domestic and foreign vehicles are involved); this summary would include Sections I, III, and IV data for all vehicles held by the department, but Section II would summarize only the data reported on the separate Standard Form 82 for the two large fleets.

DATA ENTRIES

Data for each line of this form will be reported by type of motor vehicle as indicated in the column headings. Indicate in each entry, if other than standard measurement (i.e., gallons/miles). Instructions for specific line entries, below, correspond to line items on this form.

Do not include GSA Interagency Fleet Management System (IFMS) vehicles in

SECTION I - Agency-owned and Leased Vehicles

1. Agency Owned Vehicles On Hand. Record only the number of vehicles (of each type) available for use, including any reserve storage as of September 30. Exclude any vehicles ordered but not received, and any vehicles removed from storage awaiting disposal.
2. Average Commercially Leased Vehicles. This entry is determined by adding the number of commercial leases on hand for each month in the fiscal year, then dividing by 12.
3. Total Commercial Lease Cost. Enter total amount for commercial leases during the fiscal year. Include payments to lessors and all costs associated with using the vehicle (fuel, maintenance/repairs, etc.).

SECTION II - Agency-owned Vehicles (Large fleets, 2,000 or more vehicles) (Rounded to nearest dollar).

4. Fuel Costs. List all fuel costs attributable to specific vehicle types (see Cost Classification Chart).
5. Direct Maintenance Costs. List all maintenance costs for work which can be attributed to specific Agency-owned vehicles (see Cost Classification Chart).

COST CLASSIFICATION CHART

DESCRIPTION	DIRECT COST CATEGORIES		IN-DIRECT COSTS
	OPERATIONS	MAINTENANCE	
PERSONNEL LABOR COSTS (MILITARY AND CIVILIAN)			
Driver testers (<i>when funded by transportation</i>)			X
Headquarters, Regional, and other overhead personnel.			X
Individuals in charge of both operations and maintenance (<i>if applicable</i>)			X
Inspectors, estimators, cost clerks, dispatchers, maintenance planners, production control personnel			X
Maintenance officer, service manager, and shop supervisors.			X
Mechanics, machinists, welders, painters, lubricators, and other allied craftsmen who perform labor on reportable vehicles.		X*	
Service station attendants, supply personnel, shop stock personnel			X
Tire and battery repair.		X*	X
MATERIALS COSTS			
Fuel (<i>all including alternative fuels</i>)	X		
Motor oil, lubricant, fluids		X*	X
Replacement parts		X**	
Pre-expensed items (<i>benchstock</i>)			X
Equipment needed to meet special operating requirement (<i>such as cargo covers, sideboards, racks, fire extinguishers</i>).		X	
MISCELLANEOUS COSTS			
Maintenance when accomplished by facility other than that controlled by the Agency.		X	
Custodial, office supplies, printing (<i>forms</i>), etc.			X
Printing identification insignia		X	
Preventive maintenance		X	
Rental of commercial buildings			X
Repair of accident damage (<i>including all direct labor, parts, accessories, and materials used</i>)		X	
Washing, polishing, and servicing			X
Small tools and equipment			X
Utility costs			X
Capital improvements to facilities			X

FOOTNOTES:

*Charge as direct if a work order is issued; charge as indirect for minor work not on a shop repair order.

**Charge as direct if a work order is issued unless these are pre-expensed items.

6. Indirect Costs. Include all costs for work not readily identifiable to specific vehicles including all applicable overhead costs from the Headquarters or Central Office level down through the field operation level. GSA will distribute agency's overall cost to the specific vehicle types using the same formula for all agencies. **DO NOT INCLUDE DRIVER'S SALARIES.**
7. Total Cost. Provide the total direct and indirect cost to operate and maintain Agency-owned vehicles. Add lines 4, 5, and 6. This is optional for an agency to complete. If left blank, GSA will perform the calculations.
8. Total Miles/Kilometers Operated. Enter the number of miles/kilometers operated by Agency-owned vehicles for the fiscal year (round to nearest thousand). Note in "Remarks" if kilometers are used.

SECTION III - Sedan/Station Wagon Inventory Data

Break down the total number of Agency-owned vehicles shown on line 1, column (b) by vehicle class, and the number of commercially leased vehicles (leased for 60 days or more), line 2, column (b). Do not include GSA IFMS vehicles. IFMS data to be provided directly by GSA.

SECTION IV, PART A -

Agency Owned and Commercially Leased - Total fleet vehicles, by fuel type, on hand. The number of vehicles reported here should be the same as reported in Section I, Agency Owned and Leased Vehicles for all vehicles on hand for the fiscal year ending September 30. **Do not include GSA IFMS provided vehicles.**

SECTION IV, PART B -

Acquisitions Owned and Leased (Vehicles on Hand as of September 30). *(Do not include GSA IFMS provided vehicles).* This section is for DOE energy reporting requirements.

The following categories pertain to both sections:

Fuel Type. The major fuel types are listed, including alternative fuels. The alternative fuels are as defined in the Energy Policy Act of 1992.

Total Vehicles in Fleet. List in Part A, the total number of vehicles by fuel type in your fleet as of the end of the reporting period.

Vehicles Acquired This Year. List in Part B, the number of vehicles by fuel type acquired, commercially leased, or converted during the reporting period. A flexible fuel or bi-fuel vehicle should be shown only in the appropriate alternative fuel column (do not show in the gasoline column also). For example, a vehicle capable of operating on either E85 or gasoline would show in the ethanol column. A similar vehicle capable of operating on natural gas or gasoline would be shown in the LNG/CNG space.

Gasoline Equivalent Gallons/Liters. List the gallons/liters of fuel used by type (note in "Remarks" if liters are used). For fuel usage, a gallon of E85 (85% ethanol, 15% gasoline) would be shown under the ethanol heading. A gallon of gasoline with a 10% ethanol additive would be shown under the gasoline heading. For alternative fuels (anything other than gasoline and diesel), the agency is to convert the fuel used into gasoline equivalent gallons (GEG) using the conversion ration table on page 2 of this form. If other fuels are used, develop a (GEG) factor by dividing the heat content of the fuel in Btus (higher heating value) by the heat content of a gallon of gasoline. Use 125,000 Btus for gallon of gasoline.